



# THE CITY OF DE PERE, WISCONSIN IS SEEKING A **FINANCE DIRECTOR/ TREASURER**

## **The Community**

De Pere, consistently ranked as one of the best places to live in Wisconsin, is a safe, warm, and friendly community less than 10 minutes from the City of Green Bay and located right along the Fox River. De Pere is an integral part of the Green Bay and Brown County metro area, offering a below average cost of living, low crime rates, and a vibrant economy, all while maintaining a small town feel for an estimated 25,410 residents. With more than 1,400 acres of modern business parks, De Pere is home to the area's largest employer, Humana. Additionally, De Pere has two exceptional public-school districts, Montessori and parochial schools, a special needs school, the nationally recognized Saint Norbert College, and the Medical College of Wisconsin.



Visitors and residents enjoy special events at the Weidner Center for the Performing Arts, and the Resch Center, which hosts a wide variety of events, including concerts, sporting events, theater productions, consumer/trade shows, a game day tailgate party, Symphony Orchestras, Broadway productions, and major national headliners. Outdoor enthusiasts can enjoy biking, hiking, and cross-country skiing along the Fox River Trail and other state recreational trails. The Fox River, the Bay of Green Bay, and Lake Michigan provides residents and visitors with ample opportunities to enjoy fishing and boating. Families always enjoy the Bay Beach Amusement Park and Wildlife Sanctuary, a beautiful 600-acre urban wildlife refuge. Sports fans can enjoy Lambeau Field, home of the NFL's Green Bay Packers, or cheer on the Green Bay Rockers (Northwoods Collegiate Baseball League), the 2012 USHL Champion Green Bay Gamblers (hockey), the Green Bay Blizzard (Indoor Football League), UW-Green Bay Athletics (NCAA Division I school, Horizon League), or St. Norbert College athletics (NCAA Division III) which offers 23 varsity sports programs.

De Pere offers something for everyone, from its historic downtown with unique architecture, exceptional shops, casual and fine dining, sport bars, wine bar, and live entertainment, to a comedy theatre and several live music venues offering a wide variety of music from alternative rock to classical. New to De Pere will be the Mulva Cultural Center opening in 2023 which will have world-renowned arts and exhibits inside an iconic culture center in the heart of the historic downtown. The above are a few of the reasons De Pere is a great place to live, shop, dine, play, and stay!

## The Organization

The City of De Pere is a full-service City, operating under a Mayor-Council-City Administrator form of government. Citizens elect a mayor, the city's chief executive officer (CEO), on a non-partisan basis to serve a two-year term. The mayor is the presiding officer at meetings of the Common Council.

Citizens also elect eight (8) alderpersons from four (4) Aldermanic Districts, to two-year overlapping terms.

Working together, the mayor and council provide visionary leadership, established policies, and address issues that impact the city, its residents, and its businesses.

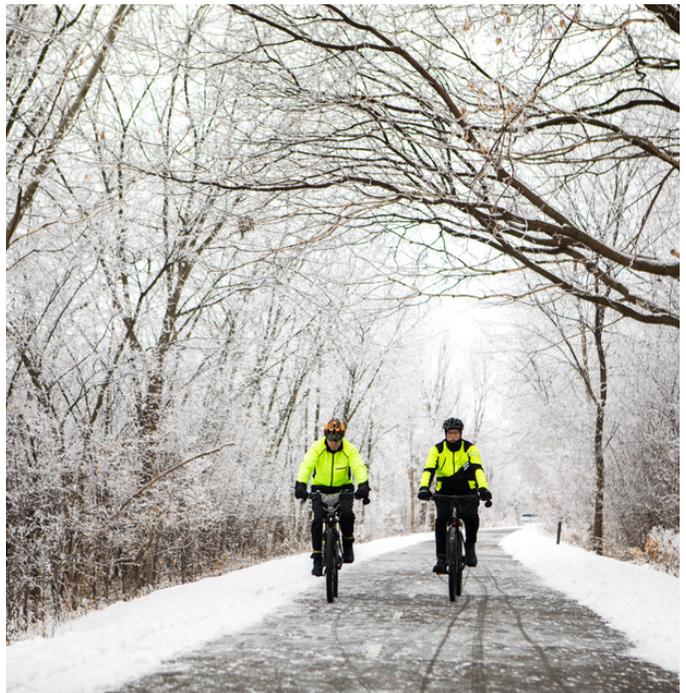
The Mayor and council are responsible for hiring a City Administrator who serves as the chief administrative officer (CAO). The CAO manages the day-to-day operations of the city with the support of 150 regular and 400+ volunteer/seasonal employees and a \$60M annual budget, and is responsible for implementing council's strategic vision, objectives, and priorities. De Pere strives to attract, develop, retain, and promote a culture of excellence that celebrates diversity of thought, differing perspectives, and authentic viewpoints at all levels within the organization.

Our employees often talk about the organization's great culture. It is showcased by having less than a 1% turnover (other than retirements). When we ask employees what keeps them working at the City these are some of the common comments we hear: having off Friday afternoons, the pay is competitive and benefits are great, that I get rewarded through pay for performance, the City offers a good work/life balance and understands how important my personal life is, the opportunity to have a flexible work schedule, that I can work remote at times, and I feel valued.



## Desired Capabilities

- The City of De Pere desires to hire an experienced, decisive, forward thinking, approachable, creative, and team oriented Finance Director/Treasurer with a demonstrated track record of fiscal governance and knowledge of progressive financial policies and strategies. The desired candidate will possess a solid background in all aspects of municipal finance, coupled with a general understanding of all City operations and department compliance including enforcement of applicable federal, state, and local laws, ordinances, and codes.
- The ideal candidate will bring strong analytical and critical thinking skills and practicality to financial problem solving, will have a reputation for high integrity, honesty, and good judgement, and a solid background in managing accounting/finance projects timely and efficiently, and the vision to prepare an effective strategy for the future.
- The successful candidate will have in-depth knowledge of public policy, municipal functions and activities, and the ability to develop, oversee, and implement programs and processes in a variety of areas related to finance. They will be skilled in municipal financial recordkeeping techniques, government fund accounting, report preparation and presentation, financial/statistical methods, and strategic planning.



## The Position

The Finance Director/Treasurer will ...

- Supervise all activities of the Finance Department, including, but not limited to, payroll processing, accounts receivable, and accounts payable processing and accompanying monthly, quarterly and annual reports to various government agencies; cash receipting and reconciliation; tax collection and reporting; and all other financial transactions.
- Direct, administer and maintain the accounting system for the City and the procedures governing the receipt and expenditure of municipal funds; ensure that the City's financial records are accurately and promptly maintained in accordance with Generally Accepted Accounting Principles and help safeguard City assets against unauthorized use.
- Oversee the City Clerk's division including election planning, administration, and supervision to ensure compliance with State and Federal election laws.
- Prepare and analyze the City's annual borrowing program, including working with the City's financial consultant and bond counsel.
- Prepare and compile budgetary materials to provide the Council and Mayor with the information needed to prepare the annual budget. Lead the preparation of departmental and municipal budgets and assures the proper execution of those budgets through accounting and fiscal controls.
- Maintain City financial records as required by law and professional practice. Prepare reports and surveys as required for other government agencies, financial consultants, and others as necessary.
- Coordinate, analyze, and report financial projections and performance to Department Heads and City Administrator. Report on the financial status of the City, highlighting trends and unanticipated variances in expenditures and revenues.
- Provide fiscal policy recommendations to City Administrator and the Council. Provide direction and assistance to other departments regarding accounting and budgeting policies and efficient control and utilization of financial resources.
- Prepare short- and long-term forecasts of financial performance for use with internal management and external parties. Analyze financial records to identify development opportunities and to forecast future financial position and budget requirements.
- Develop, implement, and maintain accounting and administrative policies and procedures, including internal control policies for activities such as budget administration, cash and credit management, and accounting.
- Oversee and reconcile annual tax collections.
- Lead the preparation of the annual financial report and audit in conjunction with contracted auditors. Conduct or coordinate audits of City accounts and financial transactions to ensure compliance with state and federal requirements and statutes.
- Analyze City cash flow needs and invest funds in accordance with City investment policy, maximizing safety and obtaining the best possible return on investment. Assure that sufficient funds are available to meet the daily cash needs of the City. Monitor cash flow and reserve levels to ensure legal and regulatory requirements are met.
- Receive, record, and authorize requests for disbursements in accordance with City policies and procedures. Delegate authority for the receipt, disbursement, banking, protection, and custody of funds, securities, and financial instruments.

## Qualifications and Experience

This position requires a Bachelor's degree in Accounting, Finance, or a related field, and preferably a Master's degree with CPA designation, and seven to ten years of experience performing similar duties.

## Compensation and Benefits

The full salary range for this position is \$104,832 - \$149,739 plus excellent benefits package. The anticipated starting salary is \$104,832 - \$119,787. The City of De Pere rewards employees for exceptional work performance with a pay for performance incentive program. Employees may be awarded a salary increase, bonus, or paid time off for exceptional work performance.

The city also offers an outstanding benefits package that includes medical, dental and vision insurance, wellness program, participation in the Wisconsin Retirement System (6.80% employee contribution) with (6.80% employer match), vacation leave, floating holidays, administrative time, sick leave, paid holidays, tuition reimbursement, Health Reimbursement Arrangement, employee assistance, basic life insurance (optional supplemental life insurance), long term disability, and 457 deferred compensation. For more details on the city's benefits, visit [www.deperewi.gov/HR](http://www.deperewi.gov/HR). Relocation expenses may be available.



## Application and Selection Process

Applications will be reviewed as they are received, and a formal review of all applications will start on approximately February 20, 2023. This announcement will remain posted, and we will continue to accept applications until the City reaches an agreement with one finalist. If you have additional questions please email [deperehr@deperewi.gov](mailto:deperehr@deperewi.gov) or call Human Resources at 920-339-4045.

To apply for the Finance Director/Treasurer position, visit

[www.deperewi.gov/jobs](http://www.deperewi.gov/jobs)

**The City of De Pere is an Equal Opportunity Employer seeking a talented and diverse workforce.**

*This process requires applicants selected as finalists to authorize the completion of background report check (criminal, driving record, academic credentials, etc.) prior to an interview. Pursuant to Wisconsin's Open Records Law governing access to public records, information submitted, including resumes and cover letters, may be subject to public disclosure.*



City of De Pere Human Resources  
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